

# GST Annual Return Filing (GSTR-9): A Complete Guide

Filing the GST Annual Return (GSTR-9) is a crucial compliance requirement for businesses registered under GST. It provides a comprehensive summary of the entire financial year's GST transactions, including sales, purchases, tax payments, and Input Tax Credit (ITC) claims.

Since errors or delays in GSTR-9 filing can result in penalties, businesses must ensure accurate and timely submission. In this blog, we'll cover what GSTR-9 is, who needs to file it, its due date, the filing process, and common mistakes to avoid.

## What is GSTR-9?

GSTR-9 is the annual GST return that consolidates details from monthly or quarterly GST returns (GSTR-1 and GSTR-3B) filed during the financial year. It serves as a self-audit report, helping businesses reconcile their tax payments and ITC claims.

## Who Needs to File GSTR-9?

- ✓ All regular GST-registered businesses (except those under the composition scheme).
- ✓ Taxpayers with an annual turnover of ₹2 crore or more (mandatory filing).
- ✓ Businesses that filed GSTR-1 and GSTR-3B throughout the financial year.

## Who is Exempt from Filing GSTR-9?

- ✗ Composition Scheme Taxpayers (They file GSTR-9A instead).
- ✗ Casual Taxable Persons.
- ✗ Input Service Distributors (ISD).
- ✗ Non-Resident Taxable Persons.
- ✗ Businesses with a turnover below ₹2 crore (optional filing).

## Due Date for GSTR-9 Filing

 GSTR-9 must be filed by December 31 of the following financial year.

For example:

- **FY 2022-23 → Due by December 31, 2023.**
- **FY 2023-24 → Due by December 31, 2024.**

💡 **Note:** The government may extend the deadline in some cases.

## **Details Required in GSTR-9**

Businesses must report:

- ✦ GSTIN & Legal Name – Business details and GST number.
- ✦ Sales (Outward Supplies) – Total taxable sales, exempt supplies, and exports.
- ✦ Purchases (Inward Supplies) – Total purchases and Input Tax Credit (ITC) claimed.
- ✦ Tax Paid – GST liability paid in cash or ITC utilization.
- ✦ Late Fees & Penalties – If applicable.

## **Step-by-Step Process to File GSTR-9**

Step 1: Log in to the GST Portal

Visit [www.gst.gov.in](http://www.gst.gov.in) and enter your credentials.

Step 2: Navigate to GSTR-9

- Go to Services > Returns > Annual Return > GSTR-9.
- Select the financial year for which you're filing the return.

Step 3: Review Auto-Populated Data

- The system auto-fills data from GSTR-1 and GSTR-3B.
- Cross-check figures with your books of accounts.

Step 4: Enter Additional Details (If Required)

- Add missing or corrected data related to sales, ITC, or tax payments.
- Ensure accurate reporting to avoid future tax scrutiny.

Step 5: Pay Any Outstanding Tax Liability

If discrepancies exist, make additional tax payments using Form DRC-03.

Step 6: Preview & Submit GSTR-9

- Review the final return before submission.
- Click "Submit", then "File GSTR-9" using DSC or EVC.

Step 7: Download Acknowledgment

After submission, download the acknowledgment for records.

## Penalty for Late Filing of GSTR-9

- 🕒 Late Fee: ₹200 per day (₹100 CGST + ₹100 SGST), capped at 0.25% of turnover.
- 🕒 Interest: 18% per annum on outstanding tax liability.

## Common Mistakes to Avoid in GSTR-9 Filing

- ✗ Mismatch with GSTR-1 & GSTR-3B – Cross-check data before submission.
- ✗ Incorrect ITC Claims – Overclaiming ITC can lead to penalties.
- ✗ Failure to Report Amendments – Include all corrections from past returns.
- ✗ Delaying the Filing – Late submission leads to penalties and interest.

## Conclusion

Filing GSTR-9 accurately and on time is crucial for businesses to maintain GST compliance and avoid penalties. Since GSTR-9 serves as an annual tax reconciliation statement, businesses should review their GST records carefully before submission.

## Need Help with GSTR-9 Filing?

Our team of **experienced accountants and GST experts** can assist you in filing **error-free GST returns** before the deadline! **Contact us today!** 📞